

OFFICE OF PROTECTION & ADVOCACY FOR PERSONS WITH DISABILITIES
JOB OPPORTUNITY
Secretary 2
Legal Unit

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current Secretary 2 examination list; State employees who currently hold or previously attained permanent status
Location: 60B Weston Street, Hartford
Job Posting No: 11134
Hours: 40 Hours per Week, Monday – Friday, 8:00 a.m. – to 5:00 p.m.
Salary: CL16 \$44,038 - \$57,588
Closing Date: June 20, 2014

The Office of Protection & Advocacy is seeking a Secretary 2 primarily for its Legal Unit and in other areas within the agency. Duties include, but are not limited to preparing legal documents such as briefs, discovery documents, complaints, tables of authority/tables of contents in standard legal format, maintaining and tracking numerous legal filing deadlines, creating spreadsheets, index and organizing pleadings and other office documents.

Eligibility Requirements: Candidates must have applied for and passed the Secretary 2 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Note: Filling this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Preferred Knowledge and Experience

- Demonstrated skills in Microsoft Office applications, especially Word, Excel and Access.
- Demonstrated organizational skills.
- Knowledge of legal terminology and procedures.

Link to Secretary 2 Job Description: <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=4608>

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment (CT-HR-12) http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf to:

Deborah Hearl
Dept. of Administrative Services/SMART
165 Capitol Avenue, 5 East
Hartford, CT 06106
Confidential Fax: (860) 622-2873 or
Email to DAS.HR.SMART@ct.gov
Subject line MUST include: Secretary 2, 11134 and your last name.

Please note: due to the large volume of applications received, we are unable to field phone inquiries and confirm receipt of applications.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.